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## HARDSHIP FUND FOR STAFF AND FAMILIES IN FINANCIAL DISTRESS

May 2020

### 1 INTRODUCTION

SeeBeyondBorders' work focuses on development activities and generally not on humanitarian work. We have had a Conditional Cash Payments scheme based on the World Bank model as part of making better education available to children in early grades, focused on the most vulnerable families who are given a limited cash scholarship on condition that their children attend school. Through this program SeeBeyondBorders has gained some limited experience about supporting families in times of acute financial distress and this scheme will be based on those learnings. At present any humanitarian assistance is only to be focused on staff as defined below.

The key learnings from the CCP program to be incorporated in this initiative are:

- The paramount importance of maintaining the dignity of the recipients of the support on offer including the need to keep their situations confidential
- The need to have individuals who can identify with applicants' situations conduct the eligibility assessment to best ensure that available funding goes where it is most needed
- The need for highly transparent processes around any transfer of funds

The broad parameters of the scheme are set out below recognising that they will develop as more experience is gained and as the financial situation in Cambodia evolves. Parameters are not to be applied in an absolute manner, rather those responsible for overseeing the fund and awarding small grants will need to consider their actions with great care, confidentiality and respect.

### 2 RELIEF FUND RULES

**Eligibility criteria:** - this fund will be open to current members of staff or those who were members of staff as at 31<sup>st</sup> December 2019, plus their immediate families defined as partner, children, parents / parents-in-law who are dependent on the employee as a consequence of which is experiencing particular hardship. Other dependent relatives may be considered under exceptional circumstances.

**Applications information required:** - these should state:

- the person applying and their dependants
- the circumstances the applicant finds themselves in and the reason the person needs support at this particular time
- how long they expect the situation to continue
- the names of others who are already providing support or could provide support and the amount, or confirmation that no help is being provided or would be available
- what they will use the funds for
- Bank account details – funding will not be provided in cash

**Amount available:** - up to \$100 per month per household for a defined period plus an additional amount per person up to a maximum of \$40 per month for a defined period. This support is only available while specific restricted external funding is available.

**Application process:** - Completion of form as available from Makara in HR and returned to her

**Assessment of applications:** - to be done by the Emergency Support Committee (consisting of staff representatives) within two weeks of application as logged by Makara. We will not validate applications directly with the community. We will trust staff applications to fully reflect their circumstances. All decisions made by the Emergency Support Committee are final and there is no right to appeal. Decisions will be communicated by email. Funds will be transferred within 3 business days of the decision being reached and approximately monthly thereafter as applicable.